



Retention and Disposition of SEC Records

SEC has extensive records and information that shall be managed effectively and appropriately.

SEC shall be responsible for establishing and maintaining a system for the retention and disposition of all records under the direction of the Director/Principal. The Manitoba Education Guidelines on the Retention and Disposition of the School Records shall be the basis for the school's system. See Policy specific to Student Records in Section G

The Finance Administrator shall be responsible for establishing and maintaining a system for the retention and disposition of all records pertaining to Finance. These include but not limited to:

- 1) Accounts Payable invoices
- 2) Void Cheques
- 3) Payroll
- 4) Employee Files
- 5) Audited Financial Information that forms the basis of the audit

Information: [Guidelines on the Retention and Disposition of School Division/District Records](#)

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